

North Smithfield Fire/Rescue Service, Inc.

Board of Directors Meeting

May 13, 2014

Called to order at 6:30 p.m.

Roll call of Voting Members:

Chairman: Paul Shatraw

Vice Chair: Paul Lefebvre (absent)

Treasurer: Dan O'Brien

Secretary: Brian VanHouwe

At-large: Pamela LaBarre, Kathy Shatraw, Kenneth Thompson

Non-voting member: Chief Joel Jillson

Secretary's Report:

Minutes of the April meeting as emailed accepted with a motion by Mrs. LaBarre, seconded by Ms. Shatraw. The motion passed unanimously.

Financial Report:

Submitted (see packet) and explained by Mr. O'Brien. Included in this month's report is "cash accounts"; note that CD's back liabilities. Motion to accept by Ms. Shatraw, seconded by Mrs. LaBarre. The motion passed unanimously.

Bills: (see attached). Mr. VanHouwe questioned 1) the flag purchase.

Chief Jillson explained need for replacement of flags and the stand that was old and cracked; 2) transfer case bill for Deputy's car which Chief Jillson explained; and 3) file cabinet purchase which Chief Jillson explained noting that it was justified for the keeping of the Fire Marshal's evidence records and that the funds were coming from the Fire Prevention account. Mr. O'Brien questioned the Windows 7 and TriTech expenditures. Chief Jillson explained the need for setting up the needed software early for practice on the new CAD (computer aided dispatch) and Records Management system and that the TriTech payment was 50% payment as per bid for services rendered. (Both funded from the Fire Alarm account.) Mr. VanHouwe motioned to approve the payment of bills, seconded by Mr. Thompson. The motion passed unanimously.

Communications: Thank you notes (see packet) included "Smith" and "Mowry" memorials.

Fleet:

Chief Jillson: Good condition. Ladder truck returned from Woonsocket Fire Department and Rescue from Lincoln. Chairman Shatraw inquired as to when our new Rescue is coming. Chief Jillson will address as soon as communications issue (i.e., C.A.D. and Records Mgmt.) is resolved.

Facilities:

Chief Jillson: 1) Station 2 roof ice dams problem during the winter:

on recommendation of roofing contractor, had Atlas Insulation check out the situation and quote their solution (see packet). Company also stated that they would not guarantee the work if we chose to not fully insulate entire attic as per their specifications. Discussion followed. Possibility of installing electrical heat application on roof edges—may be too expensive to run. Chief Jillson advised to obtain additional quotes/options.

Old Business:

- 1. Arbitration hearing scheduled for mid-June.**
- 2. Car 1 on order for July/August delivery.**
- 3. TriTech training scheduled, with dispatchers first (overtime at dispatch pay) then management. Related overtime costs are being tracked.**

New Business:

From Chief Jillson:

- 1. Generator service needed at both Stations. Recommend an annual maintenance service contract. Motion by Mr. VanHouwe to retain A. Charpentier Power Systems as vendor of choice to provide generator maintenance contract, seconded by Mr. O'Brien. Voted/Passed unanimously.**
- 2. Email suggestion from Town Administrator Mrs. Hamilton as to using a different vendor for truck repairs. Chief Jillson says we have a past bad history with them and that our best option is our existing policy of sending fire apparatus for repairs to our current vendors,**

with minor repairs and service handled by the Town's Highway Department mechanic.

3. FYI attachment from The Trust estimating the 2014/15 Property/Liability & Workers Comp. insurance premiums to be \$167 less than previous year.

4. E.M.S. response 3-season jackets (12 years old for most) in need of replacement to meet D.O.T. reflective requirements. Quotes received from three vendors on the #1 best seller for Police and Fire departments. Mr. Thompson asked if funds available. Mr. O'Brien says "yes, budgeted in the account Other Personnel Costs". Quotes very close and Ms. Shatraw feels if all things being equal, we should go local. Motion made by Ms. Shatraw to purchase said coats, seconded by Mrs. LaBarre. The motion voted and passed unanimously.

Ms. Shatraw presented request for donation to support Woonsocket Rotary's annual charities fundraiser. Motion by Mr. O'Brien to purchase one ticket (\$100), seconded by Mrs. LaBarre. The motion voted/passed unanimously.

Mr. O'Brien asked about how to formally dissolve the North Smithfield Fire/Medic Association for which he submits an annual filing (\$20) to the Secretary of State. Also, the other association handled by Mr. Laforge is also defunct and should be dissolved with subsequent appropriate dispensation of funds. Chief Jillson thinks the association was created prior to the merger and that there should be By-Laws somewhere. Mr. VanHouwe suggested asking Mr. Al Lariviere for information thereto. Motion by Mr. O'Brien to prepare

paperwork to dissolve both associations and present at next meeting.

The motion was seconded by Ms. Shatraw, voted and passed unanimously.

Personnel: No issues.

No Executive Session held.

The next meeting is scheduled for the second Tuesday of the month, June 10th, 2014.

**Motion to adjourn at 7:16 p.m. by Ms. Shatraw, 2nd by Mr. Thompson.
All in favor.**

Respectfully submitted,

(signed)

Rose Zariczny

(Note: any "attachments" can be viewed by request during normal business hours in the Office of the Chief, 1470 Providence Pike, North Smithfield, RI)